

*Suly*

25 June 1984

MEMORANDUM FOR:

[Redacted]

STAT

Chief, ICS Personnel

FROM:

[Redacted]

STAT

Vice Chairman

SUBJECT:

Letter of Appreciation

1. We in CIPC would like to take this opportunity to express our appreciation for your assistance and consideration in providing [Redacted] to work for us while we were awaiting a secretary to fill our vacancy.

STAT

STAT

2. Betty did an outstanding job in answering the telephones and providing backup to our other secretaries. Her professionalism and positive attitude were present at all times, and she was a pleasure to have in the office.

3. If in the future our administrative staff is unable to work against our stringent timetables and we find ourselves falling behind, we hope that we may request Betty's services.

4. Please let Betty know how we appreciate the work that she did for CIPC.

STAT

[Redacted]

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

SUBJECT: Letter of Appreciation-

STAT

Distribution:

Orig - addressee

1 - ES/CIPC

1 - CIPC/Subj

1 - CIPC/Chrono

DCI/ICS/CIPC,

STAT